



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Agency Services Representative Trainee [Classified Non-Competitive]</b>			Salary <b>\$26,841.51</b>
Posting Number <b>152-17</b>	Position Number <b>009586</b>	Number of Positions <b>1</b>	Posting Period * From: <b>8/11/2017</b> To: <b>8/25/2017</b>
Location: <b>Office of Vital Statistics &amp; Registry Front Street Walk-In Center, Trenton</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
Learn customer service counter set-up and close out; in person customer service; telephone customer service; intake and review; data entry; collection of and reporting of daily revenue; reconciliation of daily revenue; quality control review of vital records issued and forms control and records management.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTMA@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Jill Velez, Executive Assistant 3 Management and Administration Reference Posting # New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• State of NJ Employment Application (<a href="http://nj.gov/health/forms/dpf-663.dot">nj.gov/health/forms/dpf-663.dot</a>).</li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

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